

Appraisal Period:							
Name of Employee _____		Social Security No. _____					
		From: _____ To: _____					
Section #5 PERFORMANCE CATEGORIES FOR WORKERS AND WORKING SUPERVISORS (BLUE COLLAR; WHITE COLLAR; REGISTERED PROFESSIONAL NURSE; INSTITUTIONAL, HEALTH & CORRECTIONAL WORKER; FIREFIGHTER; PROFESSIONAL & SCIENTIFIC) Significant Categories are noted by "*"	FINAL RATING Expectations <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center; padding: 5px;">Exceeds</td> <td style="width: 33%; text-align: center; padding: 5px;">Meets</td> <td style="width: 33%; text-align: center; padding: 5px;">Does Not Meet</td> </tr> </table>			Exceeds	Meets	Does Not Meet	SUPERVISOR'S COMMENTS At the end of the rating period, use this column to make any general comments on the employee's performance.
Exceeds	Meets	Does Not Meet					
*QUALITY OF WORK <u>Worker</u> Usually: completes assigned work in accordance with work expectations. For example, work is usually accurate, neat, and/or complete. 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
*QUALITY OF WORK UNIT OUTPUT <u>Working Supervisor</u> Usually: work unit completes assigned work in accordance with work expectations. For example, work unit output is usually accurate, neat, and/or complete.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
*QUANTITY & TIMELINESS OF WORK <u>Worker</u> Usually: produces amount of work in accordance with work expectations; completes work on schedule. 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
*QUANTITY & TIMELINESS OF WORK UNIT OUTPUT <u>Working Supervisor</u> Usually: work unit produces amount of work expected; completes work on schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
THE CATEGORIES BELOW MAY AFFECT THE RATINGS FOR QUALITY, QUANTITY & TIMELINESS							
3 RELIABILITY & INITIATIVE Usually: accepts responsibility; is flexible and, when requested, adjusts to varying job situations; and/or initiates work independently, as required for the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
4 RELATIONSHIPS WITH OTHERS Usually: works well with supervisor, team members, and/or others on assignments; accepts suggestions for improvement; is cordial when serving the public; and/or provides information, help, and/or coverage to others when needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
5 SAFETY & USE OF EQUIPMENT <u>Worker</u> Demonstrates possession and application of the knowledge of safety practices, rules, and procedures of the profession; uses and operates equipment in a safe manner; and maintains tools, equipment and other apparatus, including office related equipment, in a safe and acceptable manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<u>Working Supervisor</u> Instructs and monitors subordinates to follow safety rules and regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				